How to Post a Synopsis to Wiki

-Download Firefox onto your computer

-Create and type your one or two paragraph Synopsis on Microsoft Word and save in your file (remember the name you give the Synopsis, e.g. RattlesnakeFirstGrade2-2-12, something like that

-Login to MCPS Wiki Page

-Click on “Upload Files” located on left side of page

-Click on Browse button and go to your Synopsis file, choose it and open it.

-Go to **bottom** of the wiki page and click on “Upload File”, WAIT until screen confirms file was uploaded

-Click on MCPS wiki main page

-Navigate to Rattlesnake Elementary School- click on it

-Now choose your specific grade or specialty

-Click Edit then choose “Rich editor”

-REMEMBER- you must be in EDIT before you are able to make any changes or add files or links

-You will see specific dates under Meeting Synopsis, Highlight specific date

-Click once on Insert/Edit Link (remember if you hover on each icon they will tell you what they are)

-In box under Link type “media:” followed by name of file you have uploaded,(there is no space between the colon : and the name of the file) it should appear in the box below, choose it and click on OK

-Now go to bottom of page and click on “Save Page”

**-A question comes up at top of page you must answer and press Enter**

If you don’t do this you have to repeat everything going back to uploading file

HINTS

Always check your newly liked file to see if you can read it

If you don’t seem to be able to read a link, it is because you are in “edit” mode.

If you don’t seem to be able to edit your site, it is because you are in “read” mode.